

INSTRUCTIONS FOR COMPLETING SAFE DEPOSIT BOX REPORT FORM REV 80 0002-1

When to report: This form is used to report safe deposit boxes only. It is to be completed and mailed with the Summary Report REV 80 0004-1.

When to remit: **DO NOT** send safe deposit box contents with the November report. The Department will notify you in writing of its decision to “accept” or “reject” each of the safe deposit boxes reported. Included with your “accept/reject” letter will be a scheduled delivery date and instructions on method of shipment. All boxes “accepted” are to be sent in their entirety. All coins and cash must be sent intact. No bank check substitutions for cash or coins are permitted. A photocopy of this report is to be sent along with the “accepted” contents at remittance time.



Please type or legibly print your report.

A. HOLDER: Enter the holder’s name and address exactly as it appears (after corrections, if any) on the Summary Report for Unclaimed Property.

B. HOLDER NUMBER: Enter the Washington State unclaimed property holder number as - signed to you, if known. Use this number on all related correspondence.

C. REPORT YEAR: Enter the year for which the report is being filed.

D. PERIOD COVERED: Enter the period covered for this report.

Page: Enter the page number of the report (for example, 1 of 2.)

NOTE: All shaded areas are for Department use only

ITEM 1: Enter the owner’s safe deposit box number or safekeeping number where contents were held.

ITEM 2: Enter the full name (last name first) of the owner of the safe deposit box.

- a) List last name, full first name and full middle name, if available, on the appropriate lines. Be sure to include information which would aid in identification such as Jr., Sr., Miss, Mrs., etc., after the middle name (for example, Smith, Jane Ann, Mrs.)
- b) Corporate titles and the like should be entered exactly as adopted except that the word “The” should be omitted when it is the first word in the title.
- c) If a single safe deposit box has two owners, the names of both must be shown along with the relationship (for example, “trustee for”, “or”, “and”, etc.)

ITEM 3: Enter the owner’s social security number.

ITEM 4: Enter the last known address of the owner of the safe deposit box. If a single safe deposit box has two or more owners, the addresses of both must be shown. If all owners have the same address, the address may be entered once.

ITEM 5: Enter the date the rental period expired on the safe deposit box, or in the case of safe keeping items, the date of the last positive contact with the owner.

ITEM 6: Enter the name of the bank branch location where property was held. List the complete address including the zip code.

ITEM 7: Enter the amounts still owing to the holder. These amounts might include unpaid safe deposit box rental charges, drilling fees, safekeeping costs, certified mailing costs, etc. **Do not** deduct any of these costs from any cash which may be in the box at this time. Holders will be reimbursed by the State for allowed charges and fees by the State following the Department's auction of the contents.

NOTE: Delivery must be timely. Unless the delay is prearranged, you may not be reimbursed for any fees if your delivery is made after the established delivery time. Please contact us if you will need additional time to deliver the contents.

ITEM 8: Enter an itemized description of the safe deposit box or safekeeping contents. The safe deposit box contents will be accepted or rejected based on the description provided. Use the following as examples and guidelines in completing your descriptions:

- a) one 14k gold color ring with two clear stones
- b) three silver color necklaces
- c) one pair screwback earrings each with one ruby-like stone
- d) one coin wrapper containing 50 US pennies dated 1918- 1964 (if wrapper is empty, please so indicate)
- e) one coin book containing 73 Jefferson nickels
- f) one yellow metal chain with ivory-like pendant
- g) Lucky Strike Mining Co., cert. #LSM634, 50 shs. Common, dated 1-13-32
- h) one \$50 US Series E savings bond dated 5-12-62, #Q6349724P
- i) one envelope containing two wills, four birth certificates, and miscellaneous legal papers
- j) one envelope containing miscellaneous personal papers of no apparent value (i.e., receipts, canceled checks, tax papers, photos, newspaper clippings, etc.)

